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**University of Houston
Graduate College of Social Work**

JOB OPPORTUNITY POSTING

Job Title: Community Work Incentives Coordinator (CWIC)

Employer/Agency: Houston Center for Independent Living

Job Description: The Houston Center for Independent Living (HCIL) is a non-profit organization created by and for people with disabilities. We are a resource and advocacy center that promotes independent living and equal access for people with all types of disabilities. The HCIL Gulf Coast Work Incentives Planning & Assistance project is a Social Security Administration (SSA) grant funded program.

Position Summary: Community Work Incentives Coordinators (CWICS) provide counseling and assistance to SSI/SSDI recipients with disabilities between the ages 14-64, who are considering entering, returning, or advancing in employment through HCIL's Gulf Coast Work Incentives Planning and Assistance (WIPA) Project. CWICS outreach to beneficiaries, employment related organizations, disability service providers, special education and transition specialists and others who need information about the Social Security Work Incentives and Ticket to Work Program. CWICS must be able to travel independently throughout our service delivery area.

Specific Responsibilities:

1. Emphasize employment through the use of work incentives planning, leading to greater self-sufficiency and employment for beneficiaries with disabilities.
2. Work one-on-one and in small groups with SSI and SSDI recipients who are interested in work.
3. Provide accurate, up-to-date information about Social Security, Labor, Medicaid/Medicare, and benefits to SSI and SSDI beneficiaries.
4. Develop written benefits management plans and

provide ongoing support and counsel to SSI/SSDI recipients and families of recipients who desire to enter, return, or advance in employment.

5. Refer beneficiaries to Work Force Centers, DARS, employment networks, as well as other organizations that provide seamless employment related supports and ticket assignments.

6. Maintain effective communication with project partner organizations, such as Work Force Centers, SSA offices, school districts, service agencies, etc., on a regular basis.

7. Provide ongoing follow-up assistance to beneficiaries who have previously received work incentives planning and assistance, including updates to their benefits management plan.

8. Collaborate with SSA's Project Manager for Recruitment and Outreach (PMRO) to plan and schedule outreach activities.

9. Make presentations about the WIPA project and the Social Security Work incentives to audiences of consumers, generic and specialized providers, family members and educators. (Extensive travel throughout the 13 Gulf Coast Counties required).

10. Prepare progress reports, project correspondence, consumer files, public service announcements and newsletter articles as requested.

11. Participate in and occasionally leads HCIL's Work Incentives Planning and Assistance (WIPA) project team meetings.

12. Gathers data about other resources, bringing new information back to HCIL for inclusion in its Information and Referral system.

13. Perform related work as required.

Qualifications:

Individual in this position should have Bachelor's Degree in a relevant field. Applicant should possess a minimum of one year of experience in working with persons with disabilities, and a familiarity with public and private benefits programs for people with disabilities. Applicant must have basic math skills, along with deductive abilities with analytical thinking and creative problem solving skills. Effective verbal and written communications skills are required. Applicants must be able to travel independently within the thirteen Gulf Coast Counties. Criminal background

check requirement is part of agency application process. Within three months of employment, the CWIC will be expected to complete a training course authorized by the Social Security Administration and satisfactorily complete a test of knowledge about the work incentives. The CWIC must have a detailed knowledge of computer applications, including Microsoft Office and Outlook. Strong interpersonal skills are essential. Must be punctual and regular in attendance.

Salary/Hours: \$2,400 - \$2,500 per month, plus benefits.

Employer/Agency: Houston Center for Independent Living
City, State, Zip: Houston, TX

Contact Person: Sandra Bookman
Contact Title: Executive Director

Fax: 713.974.6927
Email: humanresources@cbfl.cc

Application Method: **Send resume and cover letter by to:**
Personnel/CWIC Search
HCIL
6201 Bonhomme Road, Suite 150-S
Houston, Texas 77036

Opening Date: Immediately

If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@sw.uh.edu with the hiring details of your new job opportunity. Thank you